



DEPARTMENTS OF THE ARMY AND AIR FORCE

JFHQ-LA NGLA-JPM-HA
5445 Point Clair Road
Gillis Long Center
Carville, Louisiana 70721

STATEWIDE AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: LA 1787925-A

OPENING DATE: 1 September 2016

CLOSING DATE: 21 September 2016

UMDA POSITION TITLE: HR Specialist (Military/Information Systems)

UMDA MAX AUTH GRADE: SMSgt/E8

DUTY AFSC: 3S091

AREA OF CONSIDERATION: Current enlisted AGR members in the Louisiana Air National Guard

OCCUPATIONAL REQUIREMENTS:

Incumbent is subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military aircraft or commercial aircraft for TDY purposes. Participation with unit of assignment during UTAs, annual training, deployments, special projects and exercises is required.

QUALIFICATION REQUIREMENTS:

- Compatible AFSC: 3S0X1 and 3S2X1
- Member must meet physical qualifications IAW Chapter 7, ANGI 36-101, AFI 48-123.
- Member must also meet the requirements of AFI 36-2903, AFI 36-2905, and other regulations as required.
- Minimum acceptable grade: MSgt/E7 promotable to: SMSgt/E8
- **Must have completed the Senior Noncommissioned Officer Academy (SNCOA).**
- This is a supervisory position and recommending official, desires applicant possess a seven-skill level in the required AFSC for all initial appointment.
- No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File.
- No history of emotional instability, personality disorder, or other unresolved mental health problems.
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct as defined in AFRSI 36-2001, *Recruiting Procedures for the Air Force*, engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.



KNOWLEDGE, SKILLS, AND ABILITIES (KSA) REQUIRED FOR THIS POSITION:

1. Knowledge of fundamental military human resources policies, rules, guidelines, instructions, etc. to understand the programs and converse effectively with functional managers, program managers, commanders, customers, etc. to ensure human resources systems meet the needs of the organization and to be able to analyze and resolve problems in order to improve the MPF's ability/capacity to meet customer needs.
2. Knowledge of overall requirements, objectives, practices and peculiarities of the human resources program areas and skill in application of analytical and evaluative techniques to identify, consider, and resolve issues or problems within the human resources area through application of information management technology.
3. Knowledge of computer hardware and software applications to assist human resources staff in enhancing human resources support to base customers, resolve operational problems, and sustain support when mainframe computer sources are not available.
4. Ability to plan, organize work, administer, communicate effectively (both orally and in writing), meet deadlines, gather, analyze data/products, and summarize facts in order to determine adequacies and/or deficiencies in information management support provided to the MPF.

SUMMARY OF DUTIES:

- Provides broad management advisory services. Analyzes and resolves operational problems and ensures compliance with military human resources policies, regulations, objectives and management procedures. Provides direction and gives advice to section chiefs and representatives of serviced organizations on methods of approach to systems related discrepancies discovered through analysis. Monitors corrective actions and resolves technical problems.
- Monitors the overall operations of the Military Personnel Data System. Plans, directs and performs system management, quality assurance, system inquiry, trend analysis, small computer operations/management and system research. Provides guidance and assistance to unit commanders and user personnel on management capabilities of the system through the use of pertinent management information readily available.
- Provides staff advisory guidance to the MPF, Units, Commanders and other base or Geographically Separated Unit (GSU) functional activities on solutions and feasible approaches to the utilization of the Military Personnel Data System in specific, and the human resources military program in general. Interprets manuals, regulations, instructions, and other correspondence to determine the impact on the Military Personnel Data System.
- Coordinates with AF, Air Reserve Personnel Center, the National Guard Bureau, Air National Guard State Headquarters and base functional areas on new data human resources programs and system procedures. Serves as the MPF liaison for systems with higher headquarters, MPF work functions, unit commanders, etc.
- Administers Military Personnel Data System training programs for the MPF and other users of the system. Performs formal and informal training on utilization of the Military Personnel Data System, and

other related systems to all users. Researches, develops, reviews, and updates training materials to include training outline, lesson plan, and charts.

-- Analyzes and compares data between the military personnel data system and interfacing systems. Analyzes products by comparing and verifying data for mismatched or missing data. Identifies discrepancies, takes corrective actions, and reports to appropriate functional OPR.

-- Advises managers of methods to limit invalid data input and suggest enhancements to procedures based on a broad knowledge of the human resources career field.

-- Directs, manages and controls the operation and maintenance of the Personnel Concept III (PC III) system. As the Endpoint System Administrator (ESA), the incumbent is responsible for development of local usage policy, plans, programs, installation, operation and maintenance for this system. Updates users on current system information and informs users on how to extract and use of information that is pertinent to their organization.

-- Provides system administration and performs system management. Analyzes organization structure and unit commanders' needs to ensure each organization supported has access to only the records they need. Controls system security. Establishes user ID's and Passwords. Analyzes user actions within PCIII. Takes necessary action to correct any security violations or abuse of the system. Uses UNIX and DOS commands to correct any security violations or abuse of the system.

-- Monitors and controls the input/output for PCIII. Manages, schedules, composes, modifies and retrieves query products, in specified formats for internal and external users. Coordinates with host system manager to ensure incoming human resources data traffic is processed completely, timely and in proper sequence. Constructs, maintains and makes changes to local and central tables and coordinates changes to these tables.

-- Serves as the DEPCON systems administrator. Performs comprehensive print management and file-distribution for mixed platform networks: to include routing, print files, producing hard copies, electronic distribution, shared resource file distribution, archiving, and backups.

-- Serves as Automatic Data Processing Equipment custodian for PC III and local unit computer hardware.

-- Prepares comprehensive human resources management reports. Receives, evaluates and processes requests and when necessary, develops specialized products to meet unique analytical needs using programming software such as Discoverer Query Tool, and Microsoft Office applications to prepare, maintain, and produce executive reports.

-- Develops, establishes and maintains work function training programs. Plans and schedules tasks and training activities for traditional status guard members. Oversees and conducts on-the-job training (OJT) for personnel. Creates and develops lesson plans. Ensures availability of facilities and training aids. Monitors the training status of personnel and ensures that supplemental and/or remedial training is accomplished.

-- Performs other duties as assigned.

EVALUATION PROCESS:

Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

APPLICATION PROCEDURES:

- Cover letter
- NGB Form 34-1
- NGLA-JPM-HA Form 690-171-3
- Resume and/or statement of civilian/military experience/education may be submitted with your packet. Ensure to focus on official military training when the standards were exceeded and explain any particular item the board may question.
- Applicants indicating education above the high school level must attach appropriate documentation. Education includes Trade/Business schools, military service schools, and extension/correspondence courses successfully completed.
- Two full length photographs (snapshots acceptable) date within 1 year.
- *(1) one in service dress*
- *(2) one in light blue shirt/blouse long or short sleeves.*
- Copy of both sides of state driver's license.
- Copy of last three enlisted performance reports. *(If three EPRs are not available, the Airman must include a letter of recommendation or performance from the military command.)*
- Copy of latest Report on Individual Person, (Records Review Rip).
- Copy of latest Point Credit Summary.
- Copy of all DD Form 214/NGB Form 22
- Copy of AF Form 422
- Copy of latest Air Force Fitness Management System (AFFMS) printout showing a score of at least 75% date within 1 year.
- Letter of Recommendation(s) (If Applicable)
- Other additional documentation (If Applicable)

LOCATION: 159TH FW, NAS-JRB, BELLE CHASSE, LA

This position is located in the Military Personnel Flight (MPF), Mission Support Group at an Air National Guard (ANG) flying wing. Its primary purpose is to plan, organize, administer, and troubleshoot the operation and data base integrity of the Military Personnel Data System in support of military human resources management functions. Serves as the primary point of contact to ensure the effective operation of satellite human resources interface with United States Air Force (USAF) servers and related human resources computers both hardware and software. Provides training on utilization of the different components of the Military Personnel Data System (MILPDS). Provides technical guidance regarding the overall scope of the MILPDS and interfacing systems to identify and solve personnel system related problems, which could inhibit or prevent a high state of readiness.

TECHNICIAN ANNOUNCEMENT: This position is also being advertised under Technician Vacancy Announcement LA 1787925-T which is open until 21 September 2016. Personnel desiring to apply for the Technician Position must do so under Technician Vacancy Announcement.

*****LOUISIANA NATIONAL GUARD MEMBERS – Acceptance of this position may result in the loss of contracted incentive(s). For further details, contact the LANG State Incentive Manager, at (504) 391-8336*****

How to Apply

Application packets must be received at: Gillis Long Center, ATTN: NGLA-JPM-HA, MSgt Cassie L. Ellis, 5445 Point Claire Rd, Carville, LA 70721 or scanned to: cassie.l.ellis.mil@mail.mil in a PDF file, NLT close of business (1600 hrs) on closing date. Confirmation of receipt of application is the responsibility of the applicant. POC is MSgt Cassie L. Ellis at (225) 319-4853, DSN 435-4853.